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ABSTRACT

These procedures for the Wisconsin Fire Service Certification Program provide professional qualification standards for three levels of fire fighter and four levels of fire service instructor. A section on program authority/operations covers program development, the credential review system, and revocation of certification. Requirements for participation are summarized, including the approved course outline for levels 1 and 2. Prerequisites for the three levels of Certified Fire Fighter are then defined for three areas: prerequisites for entry, fire service experience requirements; and prerequisites for examination (actual fire fighting, practical skill examination, and state written certification examination). Standards for the four levels of Certified Fire Service Instructor present information on prerequisites, instructor requirements, facility certification, course description, and state written certification examination. An appendix provides six forms that must be completed before the final state written certification examination can be conducted. (YLB)

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WISCONSIN FIRE SERVICE CERTIFICATION PROGRAM PROCEDURES

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Wisconsin Fire Service Certification Program
Procedures

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WISCONSIN FIRE SERVICE CERTIFICATION PROGRAM PROCEDURE

PROGRAM AUTHORITY/OPERATIONS

Wisconsin Statutes 38.04(a) grants the State Board authority to establish and supervise a training program in fire prevention and protection. It also provides for a council to advise the Board.

On April 26, 1977, the Acting Governor of Wisconsin, designated the State Board as the agency authorized to coordinate fire education and training in Wisconsin.

In addition, a Joint Ad Hoc Advisory Committee on Fire Education and Training has been established by the Board.

The members of the Council are appointed by the Governor and those on the committee by the State Director. Both types of appointments are made upon the advice and recommendations of the fire service organizations and agencies previously referred to.

The mission of both the Council and Committee, is to aid in raising the level of fire protection statewide, by upgrading technical competencies, and their maintenance through education and training.

The following are some of the objectives that have been established to meet this mission:

1. Upgrading of education and training;
2. Establishment of minimum training standards for fire service personnel;
3. Establishment of advanced education and training program courses;
4. Establishment of minimum training standards for fire service instructors; and,
5. Development of curricula and criteria to meet all of the certification standards.

To meet these objectives, the State Board took the following actions:

a. Approval of the provision of certification for the fire service, May 23, 1978.
b. Adoption of the National Professional Qualifications for the Fire Service, NFPA 1000 Series Standards, and any future standards of the series, as those which shall be used for identifying course content for the certification of fire service personnel in Wisconsin, September 18, 1979.

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It is the intention of the State Board to proceed with program development and implementation as defined and initiated by them, i.e. the continued development and implementation of curricula and certification criteria for all identified levels of professional progression within the standards.

This development will continue through the input of the Council and Committee, which are representative of those agencies and organizations expected to be involved in or affected by the fire education and training program.

Each program/course developed by the State Board shall be competency based.

The state consultant may develop policies and procedures for approval.

Upon their approval, the consultant may:

Apply strategies; and, implement procedures.

PROPERTY AND RECORDS

Records involving financial transactions shall be maintained in the form required by State Statute.

Records involving fire protection agencies and individuals will be maintained for a minimum of five years from their inception.

All records are considered public records to which free access is permitted, EXCEPT those records involving grades and/or the certification status of individuals.

No records will be disposed of unless permission is granted to do so.

CERTIFICATION CREDENTIALS/AWARDS

All certification credentials remain the property of the State Board whose representative shall have the power to cancel or recall any certificate or award upon due cause.

CREDENTIAL REVIEW SYSTEM

A certification review board of not less than three (3) nor more than five (5) persons shall be established.

The members of the certification review board shall be certified in the subject area of specialization at the same or higher level than that of the person whose credentials are under review.

The Certification Review Board shall evaluate the credentials of those persons whose request for certification has been denied and/or those for whom revocation of certification is being considered and advise the State Board consultant of their recommendations.

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REVOCATION OF CERTIFICATION

Upon receipt of written notification of alleged improprieties involving the submission of false information to the State Board, an information copy will be forwarded to the chairperson of the Certification Review Board, and to any and all individuals accused perpetrating the false information.

Such improprieties would consist of the submission of false information regarding claim for reimbursement, qualifications, grades, training experience, transcripts, tenure or any other pertinent information on which certification is based.

Within ten (10) days of the receipt of such notification of alleged improprieties, the State Board consultant will request the assistance of the appropriate district fire service education and training staff person in the conducting of an in-depth investigation into the allegations.

If there is no evidence of fraud or other improprieties, the State Board consultant will report the findings to the chairperson of the Certification Review Board, the district fire education and training staff person, the accused and the accuser. No further action will be taken.

If probable cause of fraud is evident, the State Board consultant will forward all pertinent information to the chairperson of the Certification Review Board for their review and recommendations.

If it is determined that grounds exist for the revocation of the certification granted to a member of the fire service, the State Board consultant shall give notification to the person of the intent to consider revocation of the certification.

Each such notification shall include a statement of the basis for considering such revocation and a statement that, within ten (10) days after the date of the notice, such person may request a hearing before the Certification Review Board.

RIGHT OF APPEAL

If any member of the fire service to whom notice has been sent under these procedures requests a hearing before the Certification Review Board within ten (10) days after the date of such notice, the Certification Review Board shall hold a hearing within 30 days after the date of a request for such hearing.

The State Board consultant shall give notification of the date, time and place of a hearing to all persons concerned.

If said person fails to respond to the State Board consultant's notice by requesting a hearing, the consultant may elect to request the individual's presence at a special meeting for the purpose of determining whether further action is necessary or revoke the individual's certification credentials.

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A hearing held under these procedures shall be limited to the basis for the proposed revocation as stated in the notification sent to the person concerned.

Any person appearing before the Certification Review Board may be represented by counsel.

Upon completion of the hearing, the chairperson of the Certification Review Board shall forward the Board's findings to the State Board consultant.

Within 30 days of the date of receipt of the Certification Review Board's findings, the State Board consultant shall give notification, in writing, of the Board's decision to all parties concerned in the hearing.

The revocation or granting of certification credentials shall remain the responsibility of the State Board and/or its designee.

The same procedures and time frames will apply to hearings for review of certification request denials.

REQUIREMENTS FOR PARTICIPATION

1. Request enrollment in the program through the local district fire education and training staff personnel.

2. The chief of a department maintaining a full-time training officer currently 1041 certified may apply for direct entry into the program by requesting approval from:

Mr. Robert P. Sorensen, Ph.D.
State Director
Wisconsin Board of Vocational, Technical and
Adult Education
4802 Sheboygan Avenue - 7th Floor
P.O. Box 7874
Madison, Wisconsin 53707

A. STATION SCHOOL

The program will approve a facility as a Station School if the following criteria are met:

1) a complete, current set of IFSTA Manuals (Red Books)
2) pumper apparatus properly equipped in accordance with NFPA Standard 1901
3) apparatus, equipment and facility necessary to insure personnel are provided with ALL required learning experiences and required for the completion of the practical skills examinations
4) a station area in which classes can be comfortably conducted to serve as a classroom
5) an instructor who is currently a state certified fire service instructor

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B. REGIONAL ACADEMY

The program will approve a facility as a Regional academy if it is in possession of or has immediate access to all of the following resources:

1) complete, current IFSTA Manuals
2) pumper apparatus properly equipped in accordance with NFPA Standard 1901
3) additional required apparatus, i.e., aerial ladders, elevating platforms, tower ladders and other equipment necessary to insure personnel are provided with ALL of the required learning experiences and that are listed as equipment to be available for conducting practical skills examinations
4) training towers, burning pits, smoke rooms or a combination thereof
5) sufficient classrooms which can comfortably accommodate all personnel
6) sufficient currently state certified fire service instructors to conduct the required training

INSTRUCTIONAL STAFF

A department may use staff of their Bureau of Instruction if they are currently State Certified fire service instructors.

Every fire department entering the program should have at least one member complete the fire service instructor certification course.

ALL COURSES FOR CERTIFICATION SHALL BE TAUGHT BY STATE CERTIFIED FIRE SERVICE INSTRUCTORS

ADMINISTRATION AND SUPERVISION

The State Board provides lesson plans and other software. The controls include a specific statewide examination system; visits by State Board staff to review the quality of instruction and the administration of the final certification examination in accordance with the rules and procedures established by the State Board.

The training records are properly maintained by the State Board.

Approved Course Outline 216 hours Level I and II

	Lec - hrs	Lab - hrs
Orientation/Fire Service Organization/Safety	2	0
Apparatus Familiarization	2	2
Fire Investigation	8	4
Fire Behavior	5	0
Fire Alarm Communications	3	2
Fire Prevention	16	10
Portable Extinguishers	4	4

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	Lec - hrs	Lab - hrs
Spinkler Systems	8	6
Standpipe Systems	6	4
Detection Systems	6	4
Water Supplies	6	4
Breathing Apparatus	8	7
Hose, Nozzles and Appliances	4	6
Fire Streams	5	10
Ladders	4	10
Ropes and Knots	2	5
Forcible Entry	4	5
Ventilation	10	5
Rescue	4	10
Salvage & Overhaul	4	5
	113 hrs	103 hrs

Lecture includes classroom activities, laboratory covers examination and practical skills testing based on the times shown on test report forms.

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Standard for
Fire Fighter Professional Qualifications
NFPA No. 1001

CHAPTER I - Administration

1-1 SCOPE. This standard identifies the professional levels of competence required of fire department members. It specifically covers the requirements for entrance into the fire department, and the first three levels of progression thereafter.

1-2 PURPOSE. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as fire fighter. This standard shall cover the entrance, and the requirements for the subsequent three levels of progression, i.e., Fire Fighter I, Fire Fighter II and Fire Fighter III.

1.3 GENERAL

1-3.1 All of the performance standards for any level of fire fighters shall meet the following criteria: It shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

1-3.2 It is not required for the objectives to be mastered in the order they appear. The local or state training program shall establish the instructional priority, and the training program content to prepare individuals to meet the performance objectives of this standard.

1-3.3 Performance of objectives for qualification covered by this standard shall be evaluated by three approved individuals from the fire service, one of whom may be from the state or regional fire service training agency.

1-3.4 When appointed to the fire department after fulfilling the entrance requirements, the individual may be called a fire fighter. The fire fighter shall meet all of the objectives for Fire Fighter I before being certified at that level, and before applying for certification at the next higher level.

1-3.5 The Fire Fighter I shall meet all of the objectives for Fire Fighter II before being certified at that level, and before applying for qualification at the next higher level.

1-3.6 The Fire Fighter II shall meet all of the objectives for Fire Fighter III before being certified at that level, and before applying for certification at the next higher level.

Wisconsin Fire Service Certification Program
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1-4 DEFINITIONS

1-4.1 CANDIDATE: The person who has made application to become a fire fighter.

1-4.2 FIRE FIGHTER: The member of a fire department who has fulfilled the entrance requirements, but has not met the objectives for Fire Fighter I.

1-4.3 FIRE FIGHTER I: The fire fighter, at the first level of progression in the fire department, who has demonstrated the knowledge of, and the ability to perform the objectives specified in this Standard for that level, and who works under direct supervision.

1-4.4 FIRE FIGHTER II: The fire fighter, at the second level of progression in the fire department, who has demonstrated the knowledge of, and the ability to perform the objectives specified in this Standard for that level, and who works under minimum direct supervision.

1-4.5 FIRE FIGHTER III: The fire fighter, at the third level of progression in the fire department, who has demonstrated the knowledge of, and the ability to perform the objectives specified in this Standard, and who works under minimum supervision, but under orders.

1-4.6 FIRE DEPARTMENT: The agency that provides both fire suppression and fire prevention services to a state, county, municipality, or organized fire district.

1-4.7 SAFELY: To perform the objective without injury to self or others.

1-4.8 WITH COMPETENCE: Possessing knowledge, skills, and judgment needed to perform indicated objective satisfactorily.

1-4.9 SWIFTLY: The time, as determined by the authority having jurisdiction, that it takes an approved fire fighter to perform the objective satisfactorily.

1-4.10 DEMONSTRATE: To show by actual use, illustration, simulation, or explanation.

1-4.11 IDENTIFY: To physically select, indicate, or explain verbally or in writing, using standard terms recognized by the fire service.

1-4.12 OBJECTIVE: Observable or measurable demonstration of a skill, knowledge or both.

1-4.13 QUALIFICATION: Having satisfactorily completed the requirements of the objectives.

Wisconsin Fire Service Certification Program
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CERTIFIED FIRE FIGHTER I

I. Prerequisites

A. Prerequisites for Entry

A candidate must be at least 18 years of age and a member of a paid, volunteer, private, institutional, industrial, state, county, government or military fire department.

B. Prerequisite/Fire Service Experience

No specific experience, requirement of hours of training or fire service is required.

C. Prerequisites for Examination

The candidate must have successfully completed all unit quizzes and practical skills tests by attaining a grade of 70 or higher. VEFT-1 (green for district use), 4 (pink for participating fire departments), and 3 (blue for practical skills tests) must be completed before requesting final exam.

No person may compete in the state written final certification examination until a "Request for Examination" Form VEFT-6 has been completed and submitted to the State Board by the local VTAE district or participating fire department.

INSTRUCTOR REQUIREMENTS

All courses, quizzes and practical skills tests SHALL be conducted by a state certified Fire Service Instructor Level I or higher.

FACILITY REQUIREMENTS

This course shall be taught at a facility which is in the possession of minimum resources required for at least "Station School." (Refer to Requirements for Participation.)

COURSE DESCRIPTION

This course consists of specific knowledge and skill objectives as identified for Fire Fighter I.

FIRE SUPPRESSION - ACTUAL FIRE FIGHTING

The only activity required in the area of fire suppression as a specific skill by NFPA 1001, Fire Fighter Professional Qualifications and which applies to all levels of fire fighter is that the fire fighter demonstrate manipulating a nozzle to attack at least two live fires including a CLASS A and CLASS B fire.

Wisconsin Fire Service Certification Program
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It is virtually impossible to conceive of an actual fire situation (other than a practice fire) at which a certified instructor and a fire officer who are not involved in the actual fire suppression, would be independently evaluating the trainee's performance in accomplishment of this requirement. If, however, in the opinion of a certified instructor, the fire fighter has satisfied this requirement during an actual fire suppression activity, it is not necessary to reconstruct another fire and to require that the person again perform this activity.

Only a certified instructor may sign off the individual's practical skill test form indicating that the trainee has satisfied this requirement.

PRACTICAL SKILL EXAMINATION

All candidates are responsible for all skill objectives specified in the examination unless specified equipment is not available at the test location or mutual aid area.

VTAE district fire service training staff are requested to make every effort to either acquire the identified equipment or to improvise to provide a parallel learning experience.

In the practical skills examination every evolution and skill need not be tested. The test MUST, however, encompass each subject area, and a sampling of the person's skill MUST INCLUDE AT LEAST ONE-THIRD (1/3) OF THE REQUIRED EVOLUTIONS.

EXAMPLE: The Fire Fighter I is required to tie three (3) knots within 15 seconds each.

If this skill is to be random sampled by the evaluators, they should select one knot for each candidate at random and require that the candidate tie the knot within the allotted time. If, however, the candidate is unable to tie that knot, he/she must be recorded as having failed this section of the practical skills test. This must be explained to all persons who are to participate in the random sampling type of examination.

NOTE: All practical skills examination evaluators MUST be state certified fire service instructors.

STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the standard. Persons failing this exam, may retake it within one year of the date of original exam. A second failure will require completion of the entire course before the final exam may be taken again.

Wisconsin Fire Service Certification Program
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1. Provided by/Purpose

All final examinations for state certification are provided and conducted by State Board staff. The purpose of these examinations is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures utilized are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organizations as proposed for the national certification for fire protection personnel.

2. Development/Source Material

This examination has been developed by the staff of the State Board by correlating the requirements of NFPA 1001, "National Fire Fighter Professional Qualifications," to the material contained in the training manuals.

In most instances the question is a direct quote from the IFSTA Manuals.

3. How to Request

At least 60 days prior to the anticipated test date for a given fire department or VTAE district, the department training officer or the appropriate district fire service training staff person will submit to the State Board consultant a copy of the Form VEFT-6 intitled "Request for Examination" on which they will attest to the fact that each individual has:

a. had a learning experience in each of the 18 subject areas of the course required for Fire Fighter I certification.

b. achieved satisfactory scores on all unit quizzes and that Forms VEFT 1 or 4 and 3 are completed for each candidate and will be available at the test site.

The "Request for Examination" Form VEFT-6 must also list the name of the state certified instructor(s) who conducted the course skills examination.

No person will be allowed to take the final written examination for state certification unless all of these requirements are complied with.

Every effort will be made to coordinate examination requests with the nearest available date on the State Board examination schedule.

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4. Breaks

There are no scheduled breaks in the 100-question, 90-minute examination. Persons will be advised, prior to the beginning of the examination, that no one will be allowed to leave the room before completing the examination except in an emergency.

5. Number of Questions

The number of questions for the Fire Fighter I examination is 100 of fill-in, completion, multiple choice and/or true or false. There is not an equal number of questions in each subject area. The number of questions in any given subject is determined by the depth of the coverage of the subject.

6. Scoring

An overall score of 70% is required for the successful completion of this examination.

7. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person or the chief of participating fire departments.

8. Reexamination

To be reexamined in the state written certification examination at this level within 12 months of the date of the original examination does not require a reexamination of the practical skills.

9. Certificate Expiration

The Fire Fighter I certification expires five (5) years from the date of issue.

10. Recertification Requirements

Persons who do not progress to Fire Fighter II whose certificates expire as a result of the five-year stipulation may be recertified by retaking and successfully passing both the practical skills and state written examination for this level of certification.

Equivalency certificates are non-renewable and anyone holding this type of certification at any level must comply with the certification requirements of the desired level of certification.

Wisconsin Fire Service Certification Program
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11. Challenge Examinations

Anyone successfully challenging the practical skills and the final state written examination for any level of Fire Fighter certification and attaining passing grade, will be certified at the level challenged.

Wisconsin Fire Service Certification Program
Procedures

CERTIFIED FIRE FIGHTER II

I. Prerequisites

A. Prerequisites for Entry

A candidate must be a currently certified Fire Fighter I.

B. Prerequisites/Fire Service Experience

Certification at Fire Fighter I level.

C. Prerequisites for Examination

The candidate must have successfully completed all unit quizzes and practical skills tests by attaining a grade of 70 or higher. VEFT-1 (green for district use), 4 (pink for participating fire departments), and 3 (blue for practical skills tests) must be completed before requesting final exam.

No person may compete in the state written final certification examination, until a "Request for Examination" Form VEFT-6 has been completed and submitted to the State Board by the local VTAE district or participating fire department.

INSTRUCTOR REQUIREMENTS

All courses, quizzes and practical skill tests SHALL be conducted by a state certified Fire Service Instructor I or higher.

FACILITY REQUIREMENTS

This course shall be taught at a facility which is in the possession of minimum resources required for at least "Station Schools." (Refer to Requirements for Participation.)

COURSE DESCRIPTION

This course consists of specific knowledge and skill objectives as identified for Fire Fighter II.

FIRE SUPPRESSION - ACTUAL FIRE FIGHTING

The only activity required in the area of fire suppression as a specific skill by NFPA 1001 Fire Fighter Professional Qualifications and which applies to all levels of fire fighter, is that the fire fighter demonstrate manipulating a nozzle to attack at least two live fires including a CLASS A and CLASS B fire.

It is virtually impossible to conceive of an actual fire situation (other than a practice fire) at which a certified instructor and a

fire officer who are not involved in the actual fire suppression, would be independently evaluating the trainee's performance in accomplishment of this requirement. If, however, in the opinion of the company officer, or other person designated by the fire chief or a certified instructor, the fire fighter has satisfied this requirement during an actual fire suppression activity, it is not necessary to reconstruct another fire and to require that the person again perform this activity.

The certified instructor may sign off the individual's practical skill test form indicating that the trainee has satisfied this requirement.

PRACTICAL SKILL EXAMINATION

All candidates are responsible for ALL skill objectives specified in the examination unless the specified equipment is not available at the test location or mutual aid area.

VTAE district fire service training staff are requested to make every effort to either acquire the identified equipment or improvise a parallel learning experience.

In the practical skills examination, every evolution and skill need not be tested. The test MUST, however encompass each subject area, and a sampling of the person's skill. EACH PERSON MUST BE TESTED ON AT LEAST ONE-THIRD (1/3) OF THE REQUIRED EVOLUTIONS.

EXAMPLE: The Fire Fighter I is required to tie three (3) knots within 15 seconds each.

If this skill is to be random sampled by the evaluators, they should select one knot for each candidate at random and require that the candidate tie the knot within the allotted time. If, however, the candidate is unable to tie that knot, he/she must be recorded as having failed this section of the practical skills test.

This procedure must be explained to all persons who are to participate in the random sampling type of examination.

All practical skills examination evaluators MUST be state certified fire service instructors.

STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the standard.

Wisconsin Fire Service Certification Program
Procedures

1. Provided by/Purpose

All final examinations for state certification are provided and conducted by State Board staff. The purpose of these examinations is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures utilized are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organizations as proposed for the national certification for fire service personnel.

2. Development/Source Material

This examination has been developed by the staff of the State Board by correlating the requirements of NFPA 1001, "National Fire Fighter Professional Qualifications," to the material contained in the training manuals. In most instances, the questions are a direct quote from the IFSTA Manuals.

3. How to Request

At least 60 days prior to the anticipated test date for a given fire department or VTAE district, the department training officer or appropriate district fire service training staff person will submit to the State Board a copy of Form VEFT-6 "Request for Examination" on which they will attest to the fact that each individual has:

a. had a learning experience in each of the eighteen subject areas of the course required for Fire Fighter I certification;

b. achieved satisfactory scores on all unit quizzes and skills tests and that Forms VEFT 1 or 4 and 3 are completed for each candidate and will be available at the test site.

The "Request for Examination" Form VEFT-6 must also list the name of the state certified fire service instructor(s) who conducted the course and skills examination.

No person will be permitted to take the final examination for state certification unless all of these requirements are complied with.

Every effort will be made to coordinate examination requests with the nearest available date on the State Board Examination schedule.

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4. Breaks

There are no scheduled breaks in the 200-question 2-1/2 hour examination. Persons will be advised prior to the beginning of the examination that no one will be allowed to leave the room before completing the examination except in an emergency.

5. Number of Questions

The number of questions for the Fire Fighter II examination is 200 of fill-in, completion, multiple choice or true and false. There is not an equal number of questions in each subject area. The number of questions in any given subject is determined by the depth of the coverage of the subject.

6. Scoring

An overall score of 70% is required for the successful completion of this examination.

7. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person or the chief of the participating fire department.

8. Reexamination

Any person who fails the final state written certification examination must retake the examination within 12 months of the date of their original examinations. These persons will not be required to be reexamined on the practical skills tests.

Any person failing to retake the examination in the 12 month period or who fails a second time must again complete the entire course.

9. Certificate Expiration

Fire Fighter II Certification expires five (5) years from the date of issue.

10. Recertification Requirements

Persons who do not progress to Fire Fighter III, and whose certificates expire as a result of the five-year stipulation, may be recertified by retaking and successfully passing both the practical skills and final state written examination for this level of certification.

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Equivalency certificates are non-renewable and anyone, holding this type of certification at any level, must comply with the certification requirements of the desired level of certification.

11. Challenge Examinations

Anyone successfully challenging the practical skills tests and the final state written test for any level of Fire Fighter Certification and attaining passing grades, will be certified at the level challenged.

Wisconsin Fire Service Certification Program
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CERTIFIED FIRE FIGHTER III

I. Prerequisites

A. Prerequisites for Entry

A candidate must be a currently certified Fire Fighter II.

B. Prerequisites/Fire Service Experience

The candidate must have three (3) years of fire service and be a certified Fire Fighter II.

C. Prerequisites for Examination

The candidate must have successfully completed all unit quizzes and practical skills tests by attaining a grade of 70 or higher. VEFT-1 (green for district use), 4 (pink for fire department use), and 3 (blue for practical skills tests) must be completed before requesting final exam.

No person may compete in the state written final certification examination, until a "Request for Examination" Form VEFT-6 has been completed and submitted to the State Board by the local VTAE district or participating fire department.

INSTRUCTOR REQUIREMENTS

All courses, quizzes and practical skills tests SHALL be conducted by a state certified Fire Service Instructor I or higher.

FACILITY REQUIREMENTS

This course shall be taught at a facility which is in possession of the minimum resources required for at least "Station Schools." (Refer to Requirements for Participation.)

COURSE DESCRIPTION

This course consists of specific knowledge and skill objectives as indentified for Fire Fighter III.

FIRE SUPPRESSION - ACTUAL FIRE FIGHTING

The only activity required in the area of fire suppression as a specific skill by NFPA 1001, Fire Fighter Professional Qualifications and which applies to all levels of fire fighter, is that the fire fighters demonstrate manipulating a nozzle to attack at least two live fires, including a CLASS A and CLASS B fire.

It is virtually impossible to conceive of an actual fire situation (other than a practice fire) at which a certified instructor and a

fire officer who are not involved in the actual fire suppression, would be independently evaluating the trainee's performance in accomplishment of this requirment. If, however, in the opinion of the company officer, or other person designated by the fire chief or a certified instructor, the fire fighter has satisfied this requirement during an actual fire suppression activity, it is not necessary to reconstruct another fire and to require that the person again perform this activity.

The certified instructor may sign off the individual's practical skill test form indicating that the trainee has satisfied this requirement.

PRACTICAL SKILL EXAMINATION

All candidates are responsible for ALL skill objectives specified in the examination unless the specified equipment is not available at the test location or mutual aid area.

VTAE district fire service training staff are requested to make every effort to either acquire the identified equipment or improvise a parallel learning experience.

In the practical skills examination, every evolution and skill need not be tested. The test MUST, however, encompass each subject area, and a sampling of the person's skill. EACH PERSON MUST BE TESTED ON AT LEAST ONE-THIRD (1/3) OF THE REQUIRED EVOLUTIONS.

EXAMPLE: The Fire Fighter I is required to tie three (3) knots within 15 seconds each.

If this skill is to be random sampled by the evaluators, they should select one knot for each candidate at random and require that the candidate tie the knot within the allotted time. If, however, the candidate is unable to tie that knot, he/she must be recorded as having failed this section of the practical skills test.

This procedure must be explained to all persons who are to participate in the random sampling type of examination.

All practical skills examination evaluators MUST be state certified fire service instructors.

STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the standard.

1. Provided by/Purpose

   All final examinations for state certification are provided and conducted by State Board staff. The purpose of these

examinations is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organizations for national certification for fire service personnel.

2. Development/Source Material

This examination has been developed by the staff of the State Board by correlating the requirements of NFPA 1001, "National Fire Fighter Professional Qualifications," to the material contained in the training manuals. In most instances, the questions are a direct quote from the IFSTA Manuals.

3. How to Request

At least 60 days prior to the anticipated test date for a given fire department or VTAE district, the training officer or appropriate district fire service training staff person will submit to the State Board a copy of Form VEFT-6 "Request for Examination" on which they will attest to the fact that each individual has:

a. had a learning experience in each of the eighteen subject areas of the course required for Fire Fighter III certification;

b. achieved satisfactory scores on all unit quizzes, and skill tests and that Forms VEFT 1 or 4 and 3 are completed for each candidate and will be available at the test site.

The "Request for Examination" Form VEFT-6 must also list the name of the state certified fire service instructor(s) who conducted the course and skills examination.

No person will be permitted to take the final written examination unless all of these requirements are complied with.

Every effort will be made to coordinate examination requests with the nearest available date on the State Board examination schedule.

4. Breaks

These are scheduled breaks in the 300-question 3-1/2 hour examination. The examination will be held in two parts of one hour and 45 minutes each, with a 15-minute break between sections. Persons will be advised prior to the beginning of examination that no one will be allowed to leave the room before completing each section of the examination except in an emergency.

Wisconsin Fire Service Certification Program
Procedures

5. Number of Questions

The number of questions for the Fire Fighter III examination is 300 fill-in, completion, multiple choice or true and false. There is not an equal number of questions in each subject area. The number of questions in any given subject is determined by the depth of the coverage of the subject.

6. Scoring

An overall score of 70% is required for the successful completion of this examination.

7. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person or the chief of the participating fire department.

8. Reexamination

Any person who fails the final state written certification examination must retake the examination within 12 months of the date of their original examination. These persons will not be required to be reexamined on the practical skills tests.

Any person failing to retake the examination within the 12 month period or who fails a second time must again complete the entire course.

9. Certificate Expiration

Fire Fighter III certification expires five (5) years from date of issue.

10. Recertification

Persons who do not progress to a higher level of certification whose certificates expire as a result of the five-year stipulation may be recertified by retaking and successfully passing both the practical skills and final state written examination for this level of certification;

or

where the individual has achieved certification in more than one (1) of the career fields identified in the NFPA Professional Qualifications System for the Fire Service, that individual will only be required to maintain the highest level of certification in order to maintain ALL levels of

certification achieved in the Wisconsin Fire Service Certification Program;

or

and attaining a passing grade, will be certified at the level challenged.

Wisconsin Fire Service Certification Program
Procedures

Standard for
Fire Service Instructor Professional
Qualifications
NFPA No. 1041

CHAPTER 1 ADMINISTRATION

1-1 SCOPE. This standard identifies the professional levels of competence required of fire service instructors.

1-2 PURPOSE. The purpose of this standard is to provide minimum qualifications for fire service instructors. This standard shall cover the entrance requirements, and the requirements for the subsequent four levels of progression, i.e., Fire Service Instructor I, Fire Service Instructor II, Fire Service Instructor III, and Fire Service Instructor IV.

1-3 GENERAL

1-3.1 All of the performance standards for any level of fire service instructor shall meet the following criteria: they shall be performed with competence. Each objective shall be met in its entirety.

1-3.2 It is not required for the objectives to be mastered in the order they appear in each of the levels of progression. The local or state training program shall establish the instructional priority, and the training program content to prepare individuals to meet the performance objectives of this standard.

1-3.3 Performance of objectives for qualification covered by this standard shall be evaluated by three qualified and approved individuals from the fire service, one of whom may be from the state or regional fire service training agency.

1-3.4 When accepted after fulfilling the entrance requirements, of Chapter 2 of this standard, the individual may be called a fire service instructor candidate. The fire service instructor shall meet all of the objectives for Fire Service Instructor I before being certified at that level, and before applying for qualification at the next higher level.

1-3.5 The Fire Service Instructor I shall meet all of the objectives for Fire Service Instructor II before being certified at that level and before applying for qualification at the next higher level.

1-3.6 The Fire Service Instructor II shall meet all of the objectives for Fire Service Instructor III before being certified at that level and before applying for qualification at the next higher level.

1-3.7 The Fire Service Instructor III shall meet all of the objectives for Fire Service Instructor IV before being certified at that level.

1-3.8 This standard does not identify the level of skill and knowledge of the fire service instructor in the subject matter to be taught. Each training center should select instructors who have appropriate subject matter skill, knowledge and ability.

1-4 DEFINITIONS

1-4.1 INSTRUCTOR CANDIDATE: The person who has made application to become a fire service instructor and has fulfilled the entrance requirements in Chapter 2 of this standard but has not met the objectives of Instructor I.

1-4.2 INSTRUCTOR I: TEACHING LEVEL. A fire service instructor who, in addition to meeting Instructor I qualifications, has demonstrated the knowledge of and the ability to perform the objectives specified in this standard for that level.

1-4.3 INSTRUCTOR II: DEVELOPMENTAL LEVEL. A fire service instructor who, in addition to meeting Instructor I qualifications, has demonstrated the knowledge of and the ability to perform the objectives specified in this standard for that level.

1-4.4 INSTRUCTOR III: SUPERVISORY LEVEL. A fire service instructor who in addition to meeting Instructor II qualifications has demonstrated the knowledge of and ability to perform the objectives specified in this standard for that level.

1-4.5 INSTRUCTOR IV: MANAGEMENT LEVEL. A fire service instructor who has mainly administrative responsibilities and in addition to meeting Instructor III qualifications has demonstrated the knowledge of and the ability to perform the objectives specified in this standard for the level.

1-4.6 WITH COMPETENCE: Possessing knowledge, skills and judgment needed to perform indicated objective satisfactorily.

1-4.7 DEMONSTRATE: To show by actual use. This may be supplemented by, or when actual use is not feasible, replaced by, simulation, explanation, illustration, or a combination of these.

1-4.8 IDENTIFY: To physically select, indicate or explain verbally or in writing, using standard terms recognized by the fire service.

1-4.9 OBJECTIVE: A goal that is achieved through the attainment of a skill, knowledge or both, which can be observed or measured.

1-4.10 QUALIFIED: Having satisfactorily completed the requirement of the objectives.

1-4.11 DESCRIBE: To explain verbally or in writing using standard terms recognized by the fire service.

Wisconsin Fire Service Certification Program
Procedures

CHAPTER 2 ENTRANCE REQUIREMENTS

2-1 GENERAL: The fire service instructor candidate for Instructor I shall be a qualified Fire Fighter III, as defined in NFPA No. 1001, STANDARD FOR FIRE FIGHTER PROFESSIONAL QUALIFICATIONS.

2-2 PHYSICAL REQUIREMENTS: Instructors at each level of progression shall possess the physical ability to perform all tasks associated with his/her instructional assignment.

Wisconsin Fire Service Certification Program
Procedures

CERTIFIED FIRE SERVICE INSTRUCTOR I

I. Prerequisites

A. Prerequisites for Entry

Candidates for this level of certification must be a certified Fire Fighter III prior to entering training for Instructor I.

B. Prerequisites/Fire Service Experience

A candidate must have three (3) years of verifiable fire service experience and be certifiable under Vocational, Technical and Adult Education, Administrative Code, Chapter AV-3, Requirements for Certification.

C. Prerequisites for Examination

A candidate must have successfully completed the prescribed course by attendance at a facility of the VTAE system or at the National Fire Academy. This course must meet NFPA Standard 1041 and conclude with both a written and practical examination.

D. Prerequisites for Certification

Candidates must have successfully completed both written and skill (practice teaching) examinations by attaining a grade of 70 or higher to receive certification at this level.

II. INSTRUCTOR REQUIREMENTS

This course must be taught under auspices of an instructor who is state certified at level I or higher and is employed by either the local VTAE district, the State Board, or is a certified instructor of the National Fire Academy.

III. FACILITY CERTIFICATION

All districts in the VTAE system and the National Fire Academy are approved facilities for the conducting of this course.

IV. COURSE DESCRIPTION

The requried course for Instructor I certification is the National Fire Academy 40-hour Educational Methodology I.

V. STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the standard.

Wisconsin Fire Service Certification Program
Procedures

A. Provided by/Purpose

All final examinations for state certification are provided and conducted by State Board staff. The purpose of these examinations is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organizations for National Certification for fire service personnel.

B. Development/Source Material

This examination has been developed by the staff of the National Fire Academy by correlating the requirements of NFPA 1041, National Professional Qualifications for the Fire Service to the course of instruction.

C. How to Request

At least 60 days prior to the anticipated test date, the appropriate VTAE district fire service training staff person will submit to the State Board a copy of Form VEFT-6, "Request for Examination" on which they will attest to the fact that each individual has:

1. had a learning experience in each subject area of the course required for Fire Service Instructor I certification;

2. been evaluated on the skill teaching practice portion of the course and the evaluation entered on Form VEFT-5 "Instructor Evaluation" and that this form has been completed and will be available at the test site.

The "Request for Examination" Form VEFT-6 must also list the name of the state certified fire service instructor(s) who conducted the course and evaluated the candidates.

No person will be permitted to take the written examination unless all of these requirements are complied with.

Every effort will be made to coordinate examination requests with the nearest available date on the State Board examination schedule.

D. Breaks

There are no scheduled breaks in the 50-question one-hour examination. Persons will be advised prior to the examination that no one will be allowed to leave the room before completing the examination except in an emergency.

Wisconsin Fire Service Certification Program
Procedures

E. Number of Questions

The number of questions for the Fire Service Instructor I examination is 50 multiple choice.

F. Scoring

An overall score of 70% and 100% attendance is required for successful completion of this course.

NOTE: If a candidate is unable to attend all sections of the course, a make-up section may be held at the discretion of the local VTAE districts and the candidate scheduled into the following examination. It is not required that this candidate retake the entire course, only those sections he/she missed.

G. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person.

H. Reexamination

Any person who fails the final written exam will be required to retake the entire course.

I. Certificate Expiration

Fire Service Instructor I Certification expires five (5) years from date of issue.

J. Recertification

Persons who do not progress to a higher level of certification whose certificates expire, as a result of the five-year stipulation, may be recertified by retaking and successfully passing both the practical (practice teaching) and final state written certification examination for this level of certification;

or

the incumbent has functioned as a Certified Fire Service Instructor I by teaching at least one (1) (48 student contact hours) course, or attended one or more courses (48 student contact hours) dealing with instructional techniques or towards advanced instructor certification, each year for a period of five years (48 x 5 = 240 hours). Written documentation of compliance with this requirement must be furnished when requesting recertification;

or

when the individual has achieved certification in more than one (1) of the career fields identified in the NFPA Professional Qualifications System for the Fire Service, that individual will only be required to maintain the highest level of certification in order to maintain ALL levels of certification achieved in the Wisconsin Fire Service Certification Program.

Equivalency certificates are not issued for Fire Service Instructor certification.

K. Challenge Examinations

Anyone who is a currently certified Fire Fighter III and who successfully challenges the practical and final written state certification examination for Instructor I receiving a passing grade will be certified at this level.

Wisconsin Fire Service Certification Program
Procedures

CERTIFIED FIRE SERVICE INSTRUCTOR II

I. Prerequisites

A. Prerequisite for Entry

Candidates for this level of certification must be a certified Fire Service Instructor I prior to entering training for Instructor II.

B. Prerequisites/Fire Service Experience

A candidate must have three (3) years of verifiable fire service experience and be certifiable under Vocational, Technical and Adult Education, Administrative Code, Chapter AV-3, Requirements for Certification.

C. Prerequisites for Examination

A candidate must have successfully completed the prescribed course by attendance at a facility of the VTAE district or at the National Fire Academy. This course must meet NFPA Standards 1041 and conclude with both a written and practical examination.

D. Prerequisites for Certification

Candidates must have successfully completed both written and skill (practice teaching) examinations by attaining a grade of 70 or higher to receive certification at this level.

II. INSTRUCTOR REQUIREMENTS

This course must be taught under auspices of an instructor who is state certified at level II or higher and is employed by either the local VTAE district, the State Board or is a certified instructor of the National Fire Academy.

III. FACILITY CERTIFICATION

All districts in the VTAE system and the National Fire Academy are approved facilities for the conducting of this course.

IV. COURSE DESCRIPTION

The required course for Instructor II Certification is the National Fire Academy 80-hour Educational Methodology II.

V. STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the Standard.

Wisconsin Fire Service Certification Program
Procedures

A. Provided by/Purpose

All final examinations for state certification are provided and conducted by State Board staff. The purpose of these examinations is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organizations for National Certification for fire service personnel.

B. Development/Source Material

The examination has been developed by the staff of the National Fire Academy by correlating the requirements of NFPA 1041, National Professional Qualifications for the Fire Service to the course of instruction.

C. How to Request

At least 60 days prior to the anticipated test date, the appropriate VTAE district fire service training staff person will submit to the State Board, a copy of Form VEFT-6, "Request for Examination" on which they will attest to the fact that each individual has:

1. had a learning experience in each subject area of the course required for Instructor II certification;

2. been evaluated on the skill instructional methods, presentations portion of the course, and the evaluation has been entered on Form VEFT-5 "Instructor Evaluation" and that this form has been completed and will be available at the test site.

The "Request for Examination" Form VEFT-6, must also list the name(s) of the state certified fire service instructor(s) who conducted the course and evaluated the candidates.

No person will be permitted to take the written examination unless all of these requirements are complied with.

Every effort will be made to coordinate examination requests with the nearest available date on the State Board examination schedule.

D. Breaks

There are no scheduled breaks in the 100-question two-hour examination. Persons will be advised prior to the examination that no one will be allowed to leave the room before completing the examination except in an emergency.

Wisconsin Fire Service Certification Program
Procedures

E. Number of Questions

The number of questions for the Fire Service Instructor II examination is 100 multiple choice.

F. Scoring

An overall score of 70% and 100% attendance is required for successful completion of this course.

NOTE: If a candidate is unable to attend all sections of the course, a make-up course may be held at the discretion of the local VTAE district. The candidate will be scheduled into the next examination. It is not required that the candidate retake the entire course, only those sections he/she missed.

G. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person.

H. Reexamination

Any person who fails the final written exam will be required to retake the entire course.

I. Certificate Expiration

Fire Service Instructor II certification expires five (5) years from date of issue.

J. Recertification

Persons who do not progress to a higher level of certification whose certificates expire as a result of the five-year stipulation, may be recertified by retaking, and successfully passing, both the practical and final state written examination for this level of certification;

or

the incumbent has functioned as a certified Fire Service Instructor II by teaching at least one (1) (48 student contact hours) course, or attended one or more courses (48 student contact hours) dealing with instructional techniques or towards advanced instructor certification, each year for a period of five years (48 x 5 = 240 hours). Written documentation of compliance with this requirement must be furnished when requesting recertification;

or

when the individual has achieved certification in more than one (1) of the career fields identified in the NFPA Professional

Wisconsin Fire Service Certification Program
Procedures

Qualifications System for the Fire Service, that individual will only be required to maintain the highest level of certification in order to maintain ALL levels of certification achieved in the Wisconsin Fire Service Certification Program.

Equivalency certificates are not issued for Fire Service Instructor certification.

K. Challenge Examinations

Anyone who is currently a certified Fire Service Instructor I and who successfully challenges the practical and final written state certification examination for Instructor II, receiving a passing grade, will be certified at this level.

VI. CREDENTIAL REVIEW SYSTEM

Refer to this section under Program Authority/Operations.

Wisconsin Fire Service Certification Program
Procedures

CERTIFIED FIRE SERVICE INSTRUCTOR III

I. Prerequisites

A. Prerequisites for Entry

Candidates for this level of certification must be a certified Fire Service Instructor II before entering training for Instructor III certification.

B. Prerequisites/Fire Service Experience

The candidate must have seven (7) years of verifiable fire service experience and have served a minimum of three (3) years in the capacity of a fire service instructor or training officer and be certifiable under Vocational, Technical and Adult Education, Administrative Code, Chapter AV-3, Requirements for Certification.

C. Prerequisites for Examination

There is no state certification examination for the Instructor III level.

NOTE: This level of instructor certification is still under development by the Bureau of Program Development and Operations of the State Board. Persons using the material contained in the Instructor III level of the 1041 standard are advised of this development.

II. INSTRUCTOR REQUIREMENTS

The course must be taught under the auspices of an instructor who is a state certified Fire Service Instructor III or higher, employed by either the local vocational district, State Board, National Fire Academy or a qualified instructor of an institution of higher learning.

III. FACILITY CERTIFICATION

All districts in the VTAE system, National Fire Academy and institutions of higher learning providing the required courses are approved to conduct them.

IV. COURSE DESCRIPTION

The following courses required by NFPA Standard 1041 must be completed for Fire Service Instructor III certification:

Wisconsin Fire Service Certification Program
Procedures

A. Course Development

1. Writing Course Objectives
2. Developing Advanced Instructional Materials
   a. Projected Aids
   b. Film Strips
      (1) Motion Pictures
      (2) Video Tape
   c. Printed Materials
      (1) Text Books
      (2) Self-Instructional Workbooks
      (3) Programmed Learning Materials
      (4) Instructor Guides

B. Grant Writing - Preparing Project Applications

C. Basic Management Practices
   a. Personnel Supervision
   b. Course Budget Preparation
   c. Fundamentals of Computer Operations

D. Advanced Psychology

NOTE: In the interim and until the Instructor III course and examination development is completed, certification will be granted on the following basis:

the candidate meets the entry and fire service experience prerequisites; and,

furnishes documentation that shall include verification of work experience, transcripts and other materials indicating that the candidate has successfully completed all of the requirements for certification as Instructor III.

The documentation will be reviewed by the State Board consultant and the Certification Review Board and if the Standard is met in its entirety, certification at Instructor III will be granted.

V. STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the standard. This material is under development.

A. Provided by/Purpose

All final examinations for state certification are provided and conducted by State Board staff. The purpose of these examinations

is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organizations for National Certification for fire service personnel.

B. Development/Source Material

To be determined.

C. How to Request

Course and examination under development.

D. Breaks

To be determined.

E. Number of Questions

To be determined.

F. Scoring

To be determined.

G. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person.

H. Reexamination

To be determined.

I. Certificate Expiration

Fire Service Instructor III certification expires five (5) years from date of issue.

J. Recertification

Persons who do not progress to a higher level of certification whose certificates expire as a result of the five-year stipulation, may be recertified by retaking and successfully passing the required examination for this level of certification;

or

the incumbent has functioned as a certified Fire Service Instructor III by teaching at least one (48 student contact hours) course, or

attended one or more courses (48 student contact hours) dealing with instructional techniques or towards advanced instructor certification, each year for a period of five years, (48 x 5 = 240 hours). Documentation of compliance with this requirement must be funished when requesting recertification.

or

when the individual has achieved certification in more than one (1) of the career fields identified in the NFPA Professional Qualifications System for the Fire Service, that individual will only be required to maintain the highest level of certification in order to maintain ALL levels of certification achieved in the Wisconsin Fire Service Certification Program.

Equivalency certificates are not issued for Fire Service Instructor certification.

K. Challenge Examination

To be determined.

VI. CREDENTIAL REVIEW SYSTEM

Refer to this section under Program Authority/Operations.

Wisconsin Fire Service Certification Program
Procedures

CERTIFIED FIRE SERVICE INSTRUCTOR IV

I. Prerequisites

A. Prerequisites for Entry

Candidate for this level of certification must be a certified Fire Service Instructor III before entering training for Instructor IV certification.

B. Prerequisites/Experience - Responsibility

Candidates must have seven (7) years of verifiable fire service experience and have served a minimum of three (3) years in the capacity of a fire service instructor or training officer and be certifiable under Vocational, Technical and Adult Education, Administrative Code, Chapter AV-3, Requirements for Certification.

Candidates must be performing mainly administrative duties as either chief/director/head of a training bureau or division, chief of the department or manager/chief/head of a county, state or federal fire education and training program and meet the requirements of the Standard for certification at this level.

C. Prerequisites for Examination

There is no state certification examination for the Instructor IV level.

NOTE: This level of instructor certification is still under development by the Bureau of Program Development and Operations of the State Board. Persons using the material contained in the Instructor IV level of the 1041 Standard are advised of this development.

II. INSTRUCTOR REQUIREMENTS

The course must be taught under the auspices of an instructor who is a state certified Fire Service Instructor IV, employed by either the local vocational district, State Board, National Fire Academy or a qualified instructor of an institution of higher learning.

III. FACILITY CERTIFICATION

All districts in the VTAE system, National Fire Academy and institutions of higher learning providing the required courses are approved to conduct them.

IV. COURSE DESCRIPTION

The following courses required by NFPA Standard 1041 must be completed for Fire Service Instructor IV certification:

Wisconsin Fire Service Certification Program
Procedures

A. Advanced Management Practices

1. Hiring practices
2. Personnel evaluation
3. Program budget preparation
4. Program evaluation and validation

B. Community Education

1. Public relations

NOTE: In the interim and until the Instructor IV course and examination development is completed, certification will be granted on the following basis:

the candidate meets the entry and fire service experience and responsibility prerequisites; and,

furnishes documentation that shall include verification of work experience, level of responsibility, transcripts and other material indicating the candidate has successfully completed all of the requirements for certification as Instructor IV.

The documentation will be reviewed by the State Board consultant and the Certification Review Board, and if the requirements are met in their entirety, certification at Instructor IV will be granted.

V. STATE CERTIFICATION - WRITTEN EXAMINATION

All candidates are responsible for all knowledge objectives identified for this level of the Standard. This material is under development.

A. Provided by/Purpose

All final examinations for state certification are provided and conducted by State Board staff. The purpose of these examinations is to test the candidate's retention of the material contained in the course. It is the desire of the State Board to insure that the testing procedures are at least as stringent as those which have been identified by the Joint Council of National Fire Service Organization for national certification for fire service personnel.

B. Development/Source Material

To be determined.

C. How to Request

Course and examination under development.

Wisconsin Fire Service Certification Program
Procedures

D. Breaks

To be determined.

E. Number of Questions

To be determined.

F. Scoring

To be determined.

G. Control of, and Reporting Grade Information

All grades will be reported to the appropriate VTAE district fire service training staff person.

H. Reexamination

To be determined.

I. Certificate Expiration

Fire Service Instructor IV certification expires five (5) years from date of issue.

J. Recertification

If the incumbent has functioned as a certified Fire Service Instructor IV by teaching at least one (48 student contact hours) course, or attended one or more courses (48 student contact hours) at an institution of higher learning, each year for a period of five years, (48 x 5 = 240 hours). Documentation of compliance with this requirement must be furnished when requesting recertification;

or

when the individual has achieved certification in more than one (1) of the career fields identified in the NFPA Professional Qualifications System for the Fire Service, that individual will only be required to maintain the highest level of certification in order to maintain ALL levels of certification achieved in the Wisconsin Fire Service Certification Program.

Equivalency certificates are not issued for Fire Service Instructor certification.

K. Challenge Examinations

To be determined.

Wisconsin Fire Service Certification Program
Procedures

VI. CREDENTIAL REVIEW SYSTEM

Refer to this section under Program Authority/Operations.

Wisconsin Fire Service Certification Program
Procedures

APPENDIX

UTILIZATION OF REPORTING FORMS

Wisconsin Fire Service Certification Program
Procedures

The following forms are required to be completed before final state written certification examination will be conducted:

FORM VEFT-6	Yellow	One copy to be submitted to the State Board by the agency requesting either Fire Fighter or Fire Service Instructor certification exam.
FORM VEFT-1	Green	One copy to be completed and available at exam site for every candidate for certification at Fire Fighter I, II or III level by VTAE district.
FORM VEFT-4	Pink	One copy to be completed and available at exam site for every candidate for certification at Fire Fighter I, II or III level by participating fire department.
FORM VEFT-2	Blue	Practical Skill Test Form One copy to be completed and available at exam site for every candidate for certification at I, II or III level by agency requesting exam, i.e., VTAE district or fire department.
FORM VEFT-5	Goldenrod	Instructor Grade Sheet One copy to be completed and available at exam site for every candidate for certification at Instructor I or II level by VTAE district.

PP/rma
4/5/82

Name of Trainee	Soc. Sec. No.	Date Enrolled

Department	VTAE District	County

Certified Fire Fighter	I		II		III		Place check mark (✓) in appropriate box to indicate level of competency

Subject	Date Completed	Grade	Instructor
1. General (Orientation)			
2. Safety			
3. Fire Behavior			
4. Portable Extinguishers			
5. Ropes & Knots			
6. Breathing Apparatus			
7. Ladders			
8. Hose, Nozzles & Appliances			
9. Water Supplies			
10. Fire Streams			
11. Sprinklers			
12. Forcible Entry			
13. Ventilation			
14. Rescue			
15. Salvage & Overhaul			
16. Fire Alarm Communications			
17. Inspection			
18 First Aid*			

*Current ARC Advanced First Aid and ARC or AHA CPR Card and/or licensure as an EMT (Basic) or Paramedic will be accepted in lieu of First Aid Requirement. If trainee cannot qualify on this basis, appropriate training must be certified to by VTAE District First Aid Instructor whose signature must appear at item 18 for certification.

I hereby certify that the trainee named hereon, has successfully passed both the written and performance tests for the level of certification checked, and that the instructor(s) signing above have observed and approved his/her performance.

FIRE SERVICE TRAINING SUPERVISOR/COORDINATOR VTAE DISTRICT DATE

FORM VEFT-1

Final Examination Grade_____

Practical Skills Tests

Passed___Failed___

Certificate Issued I II III

Yes___ No___

Date_____

Expires_____

Code & Number

C-_____

V-_____

Issued by:

_____

Name of Candidate	Soc. Sec. No.	1 of 1
Department	VTAE District	County
Practical Skills Test Unit 5 Ropes & Knots	Certified Fire Fighter Level I	

BEHAVIORAL OBJECTIVES: Upon completion of Unit 5 of the FSCS course, and with due regard to safety, the candidate shall demonstrate the ability to:

Within 30-seconds, and in accordance with IFSTA Manuals #101, 201 and 108, tie each of the following knots:

1. bowline
2. running bowline
3. chimney hitch
4. clove hitch
5. becket bend
6. square knot
7. sheep shank
8. timber hitch

Within 60-seconds, and in accordance with IFSTA Manuals #101, 201 and 108, tie the bowline-on-a-bight as a rescue knot on a simulated victim as shown in IFSTA Manual #108.

Within 60-seconds, and in accordance with IFSTA Manuals #101, 201 and 108, tie the prescribed knots and hoist any one of the following tools or equipment to a height of 20-feet:

1. axe
2. pike pole
3. fire extinguisher (size to approximate a 15 lb. CO-2 extinguisher)
4. ladder (size to approximate a 12-14 foot straight ladder)

The fire fighter, when given the name, picture or actual knot used by the fire service, shall identify it, and describe the purpose for which it would be used.

The fire fighter shall demonstrate the methods of inspecting, cleaning and maintaining rope.

No time limit on these items.

PASS	FAIL

Signature of Examiner/Evaluator Date

Comments: _____

(OVER)

NAME					SOC. SEC. NO.	DATE OF APPOINTMENT
DEPARTMENT					VTAE DISTRICT	COUNTY
CERTIFIED FIRE FIGHTER	I	II	III		Place check mark ( ) in appropriate box to indicate level of competency for which equivalency certification is being requested.	

1. General (Orientation)
2. Safety
3. Fire Behavior
4. Portable Extinguishers
5. Ropes & Knots
6. Breathing Apparatus
7. Ladders
8. Hose, Nozzles & Appliances
9. Water Supplies
10. Fire Streams
11. Sprinklers
12. Forcible Entry
13. Ventilation
14. Rescue
15. Salvage & Overhaul
16. Fire Alarm Communications
17. Inspections

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18. First Aid*

*Current ARC Advanced First Aid with ARC or AHA CPR card, First Responder Course and/or licensure as an EMT (Basic) or Paramedic will be accepted in lieu of First Aid Requirement. If candidate cannot qualify on this basis, appropriate training must be certified to by VTAE District First Aid or EMS instructor whose signature must appear at Item 18 for certification.

I hereby certify that the firefighter named hereon has the required knowledge of the subjects listed and meets the equivalents in competency of NFPA Standard 1001 for the level of Fire Fighter Certification requested.

Signature of Authorizing Official | Title | Date

FORM VEFT-3

Certificate Issued

Yes____ No____

Date_____

Code & Number

E- _____

Expires_____

Issued by:

_____

NAME					SOC. SEC. NO.		DATE ENROLLED
DEPARTMENT					VTAE DISTRICT		COUNTY
CERTIFIED FIRE FIGHTER	I	II	III		Place a check mark (✓) in appropriate box to indicate level of competency		
SUBJECT					DATE COMPLETED	GRADE	INSTRUCTOR
1. General (Orientation)							
2. Safety							
3. Fire Behavior							
4. Portable Extinguishers							
5. Ropes & Knots							
6. Breathing Apparatus							
7. Ladders							
8. Hose, Nozzles & Appliances							
9. Water Supplies							
10. Fire Streams							
11. Sprinklers							
12. Forcible Entry							
13. Ventilation							
14. Rescue							
15. Salvage & Overhaul							
16. Fire Alarm Communications							
17. Inspection							
18. First Aid*							

*Current Arc Advanced First Aid with ARC or AHA CPR Card, First Responder Course and/or licensure as an EMT (Basic or Paramedic will be accepted in lieu of First Aid Requirement. If candidate cannot qualify on this basis, appropriate training must be certified to by VTAE District First Aid or EMS Instryctor whose signature must appear at item 18 for certification.

FORM VEFT-4 (SEE OTHER SIDE)

I hereby certify that the candidate named hereon, has successfully passed both the written and performance tests for the level of certification checked, and that the instructor(s) whose signatures appear on this form have observed and approved his/her performance.

Signature of Fire Chief Date

I hereby certify that this instruction was conducted by an instructor who meets the requirements of NFPA Standard 1041 and is so certified and that the candidate named hereon has successfully completed the requirements for certification including the attainment of a passing grade on the final written examination and request the State Board issue a certificate in the appropriate grade.

FIRE SERVICE TRAINING SUPERVISOR/COORDINATOR VTAE DISTRICT DATE

Final Examination Grade ____

Practical Skills Tests

Passed ____ Failed ____

Certificate Issued I II III

Yes ____ No____

Date _____

Expires _____

Code & Number

C- _____

V- _____

E- _____

Issued by:

_____

E	SOC. SEC. NO.	DATE ENROLLED
PARTMENT/ORGANIZATION	VTAE DISTRICT	COUNTY
ADDRESS		ZIP CODE

CERTIFIED FIRE SERVICE INSTRUCTOR	I	II	III	IV	Place a check mark (✓) in the appropriate box to indicate the level of examination

PLACE OF EXAMINATION

DATE OF EXAMINATION

COURSE INSTRUCTOR(S) CERTIFICATION LEVEL

POINT ALLOCATION

Final Examination		_____	out of	50
Practice Teaching	(5 min)	_____	out of	10
Practice Teaching	(10 min)	_____	out of	20
Class Participation		_____	out of	20
	TOTAL	_____	out of	100
Percentage of Attendance - 100% required				_____
Points Required for Successful Completion				70

PASSED _____ FAILED _____

PROGRAM SUPERVISOR _____ DATE _____

WISCONSIN BOARD OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION
4802 Sheboygan Avenue - 7th Florr P.O. Box 7874
Madison, Wisconsin 53707

Robert P. Sorensen, Ph.D. State Director

WISCONSIN FIRE SERVICE CERTIFICATION PROGRAM

REQUEST FOR EXAMINATION

DISTRICT/DEPARTMENT — DATE OF REQUEST

ADDRESS — ZIP CODE

EXAMINATION DATE REQUESTED — PLACE OF EXAMINATION

TYPE OF EXAMINATION REQUESTED						DATE CONDUCTED
Place a check mark (✓) in the appropriate box to indicate the type and level of examination	FIRE FIGHTER	I	II	III		
	FIRE SERVICE INSTRUCTOR	I	II	III	IV	EXAMINER

COURSE INSTRUCTOR(S) — TYPE AND LEVEL OF CERTIFICATION

I hereby certify that each candidate for certification has:

1. had a learning experience in each subject area of the course required for this level of certification; and,
2. achieved satisfactory scores on all tests required to be conducted at this level of certification at the local level; and
3. that all required forms are completed and will be available at the examination site

Signature of requesting Official — DATE